SWITCHING RESOURCE

Cannabis Payroll Switching Checklist

What to gather, confirm and protect when moving payroll providers.

A payroll switch is a data handoff, not just a software change. The goal is to preserve year-to-date history, employee information, tax records and payroll continuity while giving both providers clear responsibilities.

1. Before you give notice

KNOW YOUR TIMING

- ☐ Identify your desired first payroll date with the new provider.
- ☐ Confirm your final payroll date with the current provider.
- ☐ Ask whether a quarter-end or year-end transition changes the implementation plan.
- ☐ Build time for parallel review before the first live payroll.

KNOW YOUR RESPONSIBILITIES

- ☐ Confirm who will import year-to-date wages and taxes.
- ☐ Confirm who owns tax filings for periods before and after the switch.
- ☐ Identify who will resolve open tax notices or amendments.
- ☐ Document who approves converted balances before go-live.

PROTECT EMPLOYEE PAY

- ☐ Confirm direct deposit information will transfer securely or be recollected.
- ☐ Verify pay rates, deductions and garnishments.
- ☐ Verify PTO or leave balances that need to move.
- ☐ Tell employees what, if anything, they must do before first payroll.

CHECK YOUR CONNECTIONS

- ☐ List accounting / GL connections.
- ☐ List timekeeping and scheduling connections.
- ☐ List benefits, retirement and workers' comp connections.
- ☐ Identify any reports or exports other teams depend on.

SWITCH PLANNING NOTES

Put the transition dates and owners in one place.

DESIRED FIRST PAYROLL	FINAL OLD-PROVIDER PAYROLL	INTERNAL OWNER

QUESTIONS / FOLLOW-UPS

Use this for notice requirements, timing questions, dependencies and promises to confirm.

DOCUMENTS TO GATHER

Build your payroll transfer file.

Your new provider may not need every item below in every situation, but this gives you a practical starting point for the implementation conversation.

COMPANY & TAX

- ☐ Federal Employer Identification Number (EIN)
- ☐ Legal entity names and DBA names
- ☐ Federal, state and local payroll tax account numbers
- ☐ State unemployment account numbers and rates
- ☐ Work locations and applicable tax jurisdictions

EMPLOYEE DATA

- ☐ Employee legal names and contact information
- ☐ Home addresses and work locations
- ☐ Social Security numbers or other required tax identifiers
- ☐ Hire dates, status and job information
- ☐ Pay rates or salary information

YEAR-TO-DATE PAYROLL

- ☐ Year-to-date gross and taxable wages
- ☐ Federal, state and local taxes withheld
- ☐ Social Security and Medicare wages and taxes
- ☐ Pre-tax and post-tax deductions
- ☐ Employer taxes and contributions

PAYROLL HISTORY

- ☐ Recent payroll registers
- ☐ Quarterly payroll reports
- ☐ Prior payroll tax filings, as requested
- ☐ Current quarter payroll detail
- ☐ Voided, reversed or corrected payroll records

DEDUCTIONS & BENEFITS

- ☐ Benefit deduction elections
- ☐ Retirement contribution elections
- ☐ Garnishment / levy details
- ☐ PTO or leave balances
- ☐ Other recurring deductions or reimbursements

PAYMENT & ACCOUNTING

- ☐ Payroll bank / funding information
- ☐ Direct deposit details or employee reauthorization plan
- ☐ General ledger mapping
- ☐ Department / location / cost-center structure
- ☐ Recurring reports needed by finance or operations

DON'T CANCEL ACCESS TOO EARLY.

Before your old account closes, confirm you have the historical reports and records your team may need for reconciliation, audits, tax questions and year-end. Ask both providers how long historical information will remain available.

DOCUMENT HANDOFF NOTES

Track what is still missing before access closes.

STILL NEED FROM CURRENT PROVIDER

Reports, filings, exports or historical records.

ACCESS / ARCHIVE PLAN

What to download, where to save it and who owns the archive.

OTHER DOCUMENT NOTES

BEFORE THE FIRST LIVE PAYROLL

Reconcile before you rely.

The most important part of a mid-year conversion is making sure the new system begins with accurate employee, wage, tax and deduction information.

EMPLOYEES

- ☐ Every active employee is present.
- ☐ Terminated employees needed for year-end reporting are handled correctly.
- ☐ Names, addresses, work locations and tax setup are reviewed.
- ☐ Pay rates and employment status are correct.

WAGES & TAXES

- ☐ Year-to-date wages match the source payroll records.
- ☐ Federal withholding totals match.
- ☐ State and local withholding totals match.
- ☐ Social Security and Medicare wages / taxes match.

DEDUCTIONS & BALANCES

- ☐ Benefit deductions match current elections.
- ☐ Retirement deductions and contributions match.
- ☐ Garnishments are active where required.
- ☐ PTO / leave balances match the agreed source.

PAYROLL OUTPUT

- ☐ Gross-to-net calculations are reviewed.
- ☐ Funding amount is reviewed.
- ☐ Payroll register is reviewed before approval.
- ☐ Accounting / GL output is tested if applicable.

WHO OWNS THE HANDOFF?

Export historical payroll records			
Import / enter year-to-date balances			
Validate tax accounts and rates			
Verify employee deductions and PTO			
Approve first live payroll			

RECONCILIATION WORKSPACE

Write down discrepancies before approving go-live.

ITEMS THAT DO NOT MATCH

Employee data, wages, taxes, deductions, PTO or GL.

OWNER + RESOLUTION

Who is fixing it, what is changing and when it will be rechecked.

RECHECK DATE

APPROVED BY

FIRST LIVE PAYROLL

AFTER THE FIRST PAYROLL

A successful switch isn't finished at go-live.

Use the first few payrolls to verify that the new process is working the way your employees, finance team and operators expect.

FIRST PAYROLL

- ☐ Compare payroll register to your approval records.
- ☐ Confirm employee payments arrived as expected.
- ☐ Review tax liabilities and funding.
- ☐ Resolve any employee questions immediately.

FIRST 30 DAYS

- ☐ Confirm tax filings / deposits are following the agreed plan.
- ☐ Review accounting / GL entries.
- ☐ Confirm integrations and recurring reports are working.
- ☐ Document any process changes for managers or employees.

YEAR-END PLAN

- ☐ Confirm which provider will issue each employee's W-2.
- ☐ Confirm how prior wages are reflected for year-end reporting.
- ☐ Keep records from the former system accessible.
- ☐ Know who owns corrections if a year-end discrepancy appears.

TEAM FOLLOW-UP

- ☐ Ask employees whether self-service access is working.
- ☐ Confirm managers understand approval workflows.
- ☐ Make sure finance knows where reports live.
- ☐ Schedule a post-implementation review with the new provider.

SWITCHING MID-YEAR?

Ask exactly how prior payroll history will be brought into the new system and how year-end reporting will be handled. A clean conversion should leave you with a clear record of wages, taxes and responsibilities across the transition.

LEARNING CENTER Open Learning Center

PRICING View Pricing

PRICING ESTIMATOR Open Estimator

LET'S TALK Let's Talk

POST-SWITCH NOTES

Capture what needs attention after go-live.

EMPLOYEE / MANAGER FEEDBACK

Access, pay questions, approvals or workflow issues.

FINANCE / TAX FOLLOW-UP

Funding, GL, filings, deposits or reporting questions.

NEXT REVIEW

What should be revisited at the 30-day implementation check-in?